# Exhibitor – Upload a Home Video

This guide will show you how to upload a video to show on your exhibitor home page. Your choice of Home Template will determine where (and if) the video is displayed on the page.

## Exhibitor Login link

Use your username and password to login at: http://www.thebusinessexpo.net/stand

## Preparation

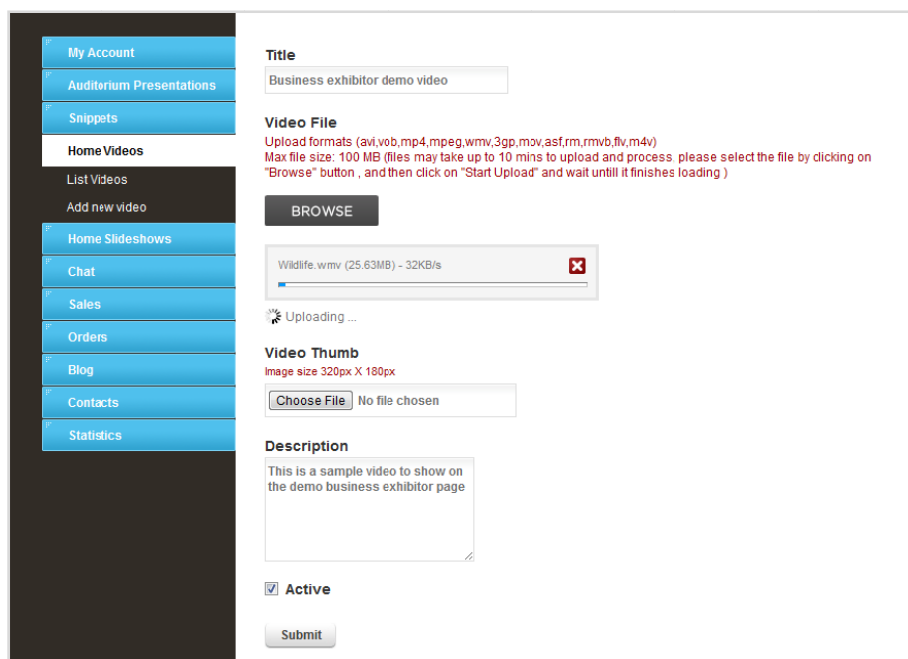**First you need to locate (or create) a video to upload**.
If you already have a video that matches one of the supported file types **avi,vob,mp4, mpeg,wmv,3gp,mov,asf,rm,rmvb,flv,m4v (max file size: 100MB)** you're just a few steps away from showing the video on your home page.

**If you don't have a video - here are a few suggestions:**

1. Select a Home Template which doesn't use a video (and skip the steps in this guide).
2. Use a selection of images to create a slideshow video in Windows Movie Maker.
3. If you have a PowerPoint slideshow there is a free online application you can download to convert your slideshow to a video: Download iSpring here
4. If you have a business video uploaded to YouTube, you can Download TubeMaster *(an open source free media capture application)*, which will let you download and save the video in a supported format for uploading to your expo stand.

For now we will assume that you already have your video and are ready to upload it.

## Step by step process



Upload a video to your exhibitor stand home page

1. Click the Home Videos tab and select **Add new video**
2. Give your Video a **Title**
3. Click the **BROWSE** button to locate the file on your computer – note the supported file types and maximum size above.
4. When you have selected the file – make sure to click the **<u>Start Upload</u>** link which will appear below the browse button.
5. Upload a **preview image** to show before the video is played. Image needs to be resized to **320 pixels wide by 180 pixels high** *(see more about image resizing below).*
6. Enter a **description** – this will include your video in the expo search function
7. Tick **Active** to show the video on your home page.
8. When the video has finished uploading – click the Submit button to save.

You can now view your stand home page to make sure your video looks the way you intended.

**Tip:** Right-click the **Home** link at the top of your admin page and select: "open in new tab or window" – this allows you to keep your admin page open while you check changes on your live stand.

## Image resizing information

If you require a simple solution to image resizing you may want to give this online application from the Google team a try: Picnik is free to use and allows you to quickly crop, enhance and resize images: [www.picnik.com](www.picnik.com)
*If you need assistance – please refer to our separate guide on using external resources.*

## Trouble shooting

If your video fails to upload or you are having trouble you may find a solution below:

1. Check that your video file is supported, and doesn't exceed the maximum size (see supported file types at the top of this guide) – also check that your internet connection isn't dropping out.
2. If you don't know what file type your video is, this could be because your computer is hiding extensions for known file types.
   **Fix this in Windows XP:**
   Start > My Documents > Folder Options > View – in the list of options, scroll down and make sure that the box is not ticked to 'hide extensions for known file types'.
   **Fix this in Windows 7:**
   Start > Documents > Organize > Folder and Search Options > View – in the advanced settings check that the box is not ticked to 'hide extensions for known file types.